

**Arkansas Department of Career Education**

**Rehabilitation Program Coordinator- Employment Services Coordinator Job Vacancy Announcement**

**Recruitment Period:**

**Monday, October 10, 2016 through Friday, October 21, 2016**

**Position Number: 22081423 Class Code: G163C Grade: C118**

**Entry Level Salary: \$ 33,861**

The Arkansas Department of Career Education- Rehabilitation Services Division is recruiting for a Rehabilitation Program Coordinator- Employment Services Coordinator. The Rehabilitation Program Coordinator will function as the Employment Services Coordinator. The Employment Services Coordinator is responsible for community level outreach, statewide expansion, development, administration and evaluation of vocational rehabilitation program employment services provided through External Employment Vendors. Extensive travel is required, overnights, some evenings and weekends. This position is governed by state and federal laws and agency/institution policy. This position is located in the Little Rock Central Office, 525 W. Capitol Ave., Little Rock, Arkansas 72201.

Thoroughly read the attached Rehabilitation Program Coordinator- Employment Services Coordinator Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at <http://www.arstatejobs.com> . Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the Arkansas Relay Service at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 4:30 p.m., Friday, October 21, 2016.

The Arkansas Department of Career Education-Rehabilitation Services Division is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

## **Arkansas Department of Career Education**

### **Rehabilitation Program Coordinator- Employment Services Coordinator Job Vacancy Announcement**

**Position Number:** 22081423 **Class Code:** G163C **Grade:** C118

#### **Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in general business, public administration, rehabilitation science, a field directly related to the assigned program area, or a related field; plus four years of experience in planning, evaluating, and coordinating programs.

#### **Preferred Qualification**

Bachelor's degree in rehabilitation counseling, rehabilitation science, special education, or social work. Nationally as a Certified Employment Support Professional (CESP)

Experience as a Rehabilitation Program Specialist, Vocational Rehabilitation Counselor, Rehabilitation Counselor Assistant, Special Education Teacher, or direct service provider to individuals with disabilities.

#### **Job Duties and Responsibilities**

Administrative support to the Program Manager in the development, recruitment, implementation, and marketing of program services expansion statewide.

Serve as the sections Human Resource related to interviewing, hiring, establishing goals and assignments of incumbents.

Supervise designated program staff by coordinating activities engaged in implementation and administration of the external employment program services, review work and evaluate performance.

Provide technical assistance by interpreting regulations, answering questions, and resolving problems.

Network as a principal liaison for vendors, field staff, other departments, and/or external constituencies on day-to-day programmatic, operational, and administrative issues.

Create program manuals to maintain internal/external staff competencies.

Identifies training needs, coordinates and facilitates educational seminars to comply with federal and state law.

Conduct regional/local meetings and professional conferences.

Process new external employment applications to the designated program staff and reviewing the certification documents.

Monitor the Arkansas Career Training Institute and prepares written summary of corrective action recommendations that are submitted to Rehabilitation Service Administration (RSA) annually.

Collect and analyze data of monthly reports; quarterly expenditures, prepares scheduled site visits and special reports.

Maintain program/project records and statistical information to assure compliance and administers noncompliance status.

Supervise and conduct "client due process".

Performs other duties as assigned.